

Vanpool Policy



Vanpooling is a form of ridesharing that allows groups of people to be transported to and from their worksite in an efficient, timely manner. Vanpooling reduces traffic congestion; curbs air pollution and serves to fulfill the mission of Commuter Services.

By electing to vanpool, individuals have a reasonable expectation that they may relax on their way to and from work no longer fighting or contributing to traffic. Additionally, there are significant monetary savings and an opportunity to create lasting friendships.

Management of the Vanpool Program

The role of Commuter Services is to coordinate and facilitate the formation and operation of vanpools using County fleet vehicles. Vanpools are for the eligible County employees and membership of the vanpool shall be determined by available seating with no restrictions or limitations set by individual drivers. Commuter Services will act in the following capacity:

- Administer payroll deduction and Commuter Benefits
- Manage vanpool fleet of vehicles and rotate vehicles when appropriate to prolong the utility of the vans
- Make the final judgment to remove an individual from a van, or disband a vanpool
- Place vans in all locations with a significant population to support vanpool formation

What Constitutes a “Vanpool”

A Vanpool shall consist of a minimum of four occupied seats in a 7-passenger van and a minimum of seven occupied seats in a 12 -passenger van.

Membership

Any County employee living twenty miles or more from their worksite is a candidate to join a vanpool.

If you wish to form a vanpool, contact Commuter Services by phone: (909) 387-9639, by fax: (909) 387-9641, or by e-mail: Commuter Services. If an individual wishes to join a vanpool, Commuter Services must be contacted to determine if there is an opening, or if there are other interested parties living in the same general area commuting to the same location. A match will be subsequently determined.

How to Pay For Your Van Seat

Van seats are purchased through payroll deduction spread over 26 pay periods. Up to \$100 per month of the vanpool fare is purchased using tax-deferred dollars.

Fares

Fares are based upon the following criteria and subject to periodic change:

- Round-trip mileage
- Number of members (*Occasional riders are not included when determining vanpool membership*)
- Cost of vehicle
- Insurance
- Service & Maintenance
- Licensing
- Fuel

- Carwash
- Replacement costs

The Rate Table (Appendix A), approved by the Board of Supervisors, is attached to this document. Fees will be adjusted according to the Rate Table as mileage and/or membership changes. Commuter Services shall make the appropriate modifications to the vanpool's payroll deduction and will notify the affected individuals of them as they occur.

Fares collected are used to reimburse Fleet Management for the actual cost of using the vans. In the event the rate structure changes, the fare table would change, subject to approval by the Board of Supervisors. These changes, should they occur, will be infrequent and Commuter Services shall notify all active participants of any potential changes in advance.

A 50% discount shall be given to the primary Driver of vans with 7 or more members.

The primary Driver of a 6-member van shall be entitled to a one-month rebate upon completing 210 days of driving in a consecutive eleven-month period.

Occasional Rider Fares

Rates have been established to allow individuals who may wish to occasionally ride in a vanpool an opportunity to do so. Individual fares are based on the same factors and mileage tables as for groups. Occasional rider fares may be purchased in 10-trip (5-round trip) packets only. The rates are reflected on the Rate Table (Appendix A).

Member Responsibilities

Individual vanpool members shall adhere to the following responsibilities. Failure to comply shall be grounds for removal from the Vanpool Program.

Safety

- All members must be seated with their seatbelts fastened prior to departure
- Purses, laptops and packages shall be secured
- Traffic laws shall be obeyed at all times
- Vehicle shall be operated in accordance with road conditions
- Vanpool members shall be responsible for reporting reckless driving to Commuter Services
- Instrumentation and tire pressure shall be checked regularly to make certain the vehicle operates safely
- At no time shall any driver use a cell phone while operating the vehicle

Courtesy

- A vanpool member shall be ready at the agreed upon times and location for pick up and departures
- A vanpool member shall notify the driver in advance of any planned absence and mark the log sheet accordingly
- A vanpool member shall notify the driver as soon as possible, or another vanpool member if the driver is unable to be reached, of any unplanned absence so that the van is not unnecessarily detained
- There shall be no smoking at any time in the van
- Courtesy should be extended to those vanpool members who wish to sleep, read or converse. Radio volume shall be adjusted to be respectful of all members of the vanpool. Loud conversations that could be distracting to the driver or disturbing to other passengers should be avoided
- Apply perfumes, colognes and/or lotions after the destination has been reached
- Climate controls shall be set to a level that is approved by a consensus of the vanpool's members
- Vanpool members shall only use cell phones for emergency situations. The driver should not use a cell phone when operating the vehicle

- Vans shall be fueled prior to picking up passengers. Refueling shall take place outside of work time
- Members of a vanpool shall be responsible for any and all damages resulting from abuse or recklessness
- Grievances shall be worked out among the parties within the van. Failure to reach a middle ground shall result in mediation by Commuter Services or possible disbarment of any individual or individuals causing disruption, or total disbandment of the vanpool itself

Changing Vanpools

Changing from one vanpool to another shall only be allowed when:

- An individual's schedule changes making their hours incompatible with the operating vanpool
- An individual changes jobs and relocates to a site other than where the vanpool operates from
- An individual moves to a different location
- An individual leaves the County's employment

Leaving an existing vanpool to build the membership of another vanpool will not be allowed

Medical Leave

When a vanpool member must take medical leave it shall be considered the same as dropping from the vanpool and will affect the rates of the vanpool membership accordingly. Once the individual returns to the vanpool from medical leave, the rates will re-adjust.

Schedule of Operation

The Vanpool Program's purpose is to transport large groups of employees to their worksites on time. It is the responsibility of each member to cooperate so everyone gets to work promptly. A consensus among all participants of the vanpool shall set the absolute departure time for both pick up points to and from work. It is the responsibility of each member to comply with the set time.

Members not present at the absolute departure time -- either to or from work -- may be left behind. Habitual tardiness or demonstrated lack of dependability shall be grounds for removal from the Vanpool Program.

The driver of the van shall be notified in advance of any planned absence. However, if the absence is unplanned, such as illness, emergency, unexpected overtime, etc., the driver should be notified as soon as possible. If the driver cannot be contacted immediately, the person being picked up ahead of the person involved in the unplanned absence should be notified so that other members will not be unnecessarily detained.

Captain Responsibilities

Each vanpool shall appoint a Captain and a Co-Captain. The Captain assumes the following responsibilities:

- Provide leadership and act as the primary contact for the vanpool
- Reporting weekly mileage recaps
- Monthly odometer readings
- Making certain the vehicle adheres to the prescribed service and maintenance schedule when notified by Commuter Services and/or Fleet Management
- The Co-Captain will fulfill these responsibilities whenever the Captain is unavailable

Driver's Qualifications

Anyone who drives a San Bernardino County Vanpool must be a County employee, possess a valid California Drivers License and have a sound driving record. Each driver shall keep in the glove compartment of the vehicle a signed statement (page 6 below), under penalty of perjury that they have never been convicted of reckless or

drunk driving, or involved in a hit-and-run offense within the last five (5) years. Commuter Services will verify the driving record of each member to determine eligibility.

Drivers of full sized vans must also possess evidence of a medical examination required for a Class 2 license, but may operate the vehicle with a Class 3 license. The required medical exams are performed at The Center for Employee Health and Wellness.

Drivers must attend the San Bernardino County Vanpool Driver Course consisting of (4) hours. The course must be taken within 60 days of driving the vanpool and must be repeated annually. The only exception to this is if one has completed this course within six months prior to starting the vanpool. Verification of attendance must be provided to Commuter Services.

Driver Responsibilities

- Obey traffic laws and practice safe, courteous driving habits at all times
- Consistently follow the appropriated departure times to and from work as agreed to by the vanpool
- Notify Commuter Services of any changes regarding changes in vanpool membership, routes, schedules or any other alterations pertaining to the vanpool
- Maintain a daily log and submit a weekly report to Commuter Services the following Monday
- Notify Fleet Management or Commuter Services of any vehicle problems
- Prohibit any unauthorized person from riding in the vanpool without securing prior permission from Commuter Services
- Initial any passes presented by Occasional Riders for each one-way commute. Occasional Riders may not ride in a vanpool without a valid pass
- Park the vehicle in a consistent location at the worksite
- Park the vehicle after-hours in a location approved by Commuter Services

Vehicles

Vehicles are for the sole purpose of carrying County employees to and from the worksite and are prohibited from personal use by any member. The parking location of the vehicle, in addition to the departure times, must be compatible with the needs of the members.

Vanpools shall consist of minivans and full-sized vans. The vans shall be replaced every three years to insure safety and comfort of the passengers as well as to minimize the risk of disabled vehicles.

Smoking is prohibited in all vanpool vehicles.

Identification

All vans designated for the County Vanpool Program shall bear a decal on each side of every van. The decal shall bear the Commuter Services logo and symbol. The back of each van shall have a San Bernardino County Seal decal.

Fueling

Vans may be fueled at the County Yard or at a selection of commercial service stations. All vehicles shall be fueled prior to departures to avoid any delays arriving to the worksite or the designated drop-off point for return trips. Fueling of the vans shall take place outside work hours.

Maintenance

Vanpool members shall be responsible for washing the vehicle. Fleet Services shall provide all other service and maintenance. It is the responsibility of the Driver (Captain) or the Alternate Driver to adhere to the prescribed maintenance schedule.

Required Equipment for Full-Sized Vans

All full-sized vans are required to carry the following equipment:

- An operable dry chemical or carbon dioxide fire extinguisher with a minimal rating of 4B:C; securely mounted and readily accessible
- A plainly marked, visible, accessible first aid kit, conforming to the requirements of school buses

Storage

All vehicles designated for the County Vanpool Program shall be parked overnight at a location approved by Commuter Services. Preferred locations are private off-street residences or other County facilities.

Emergencies

Accidents and Breakdowns

In the event of an accident, follow the provisions of San Bernardino County Standard Practice 12-04SP.

1. Immediately notify the local law enforcement agency. If you are not injured, stay at the scene until all investigations have been completed. Quickly attempt to ascertain names and addresses of any witnesses to the accident and note vehicle registration numbers of potential witnesses. Complete the Vehicle Accident Report found in the glove compartment of the van.
2. Only give information or sign papers required by law – driver's license, vehicle registration, and personal identification. Do not sign any other papers for anyone except those persons representing the County of San Bernardino.
3. As soon as possible, notify the County Garage giving the location of the vehicle and the extent of the damage. If the vehicle can be driven safely, take it to the County Garage or the nearest County Service Center.

Should the vehicle breakdown:

1. Park the vehicle in a non-hazardous location
2. Promptly notify the County Garage giving the location and nature of the breakdown. If the vehicle is safe to drive, take it directly to the County Garage or nearest County Service Center.
3. If a vehicle cannot be immediately repaired, a loaner vehicle shall be provided until the van can be repaired, at which time the loaner vehicle shall be surrendered.

Guaranteed Emergency Transportation

Emergency transportation is provided to any County employee actively participating in the Vanpool Program. A copy of the policy may be accessed on the Commuter Services Website under "Forms and Policies." In order to qualify for Guaranteed Emergency Transportation, the following criteria applies:

1. The emergency must occur while a vanpool member is at work on a day that he/she vanpooled.
2. There must be a definite emergency – for example: a child that takes suddenly ill at school, a sudden illness involving yourself or an immediate family member and/or unexpected overtime. In the latter case, if an individual were asked to work overtime at the last minute, he or she would be entitled to Guaranteed Emergency Transportation. If, however, an individual knows the day before that he/ she is going to work overtime, this would not qualify as an emergency and therefore he/ she would not be entitled to Guaranteed Emergency Transportation.

3. If one needs to use the Guaranteed Emergency Transportation, they are to notify their Department Head or Supervisor. A car from Motor Pool or from within the department will be assigned to the individual and must be returned no later than the start of business of the following workday. If a car is checked out from Motor Pool, the employee's department shall be charged a minimum of \$30/day. If a department car is not available, someone will be assigned to bring you to your home or the site of the emergency.
4. Should you require Guaranteed Emergency Transportation, you must notify Commuter Services by sending an e-mail or fax. The fax number is provided at the end of the Vanpool Policy.
5. The Guaranteed Emergency Transportation program is intended solely for emergencies and is not designed for individuals who are prone to being late.

Road Closures or Impassable Circumstances

Occasionally, circumstances cause roads to become impassible or closed. Should these circumstances make early departure from work desirable for all members of a Vanpool, each individual must obtain approved leave from his or her supervisor prior to the early departure for any time not worked.

Important Telephone Numbers

MOTOR POOL EMERGENCY NUMBERS

During Business Hours: **(909) 387-7871**

After Business Hours: **(909) 387-7845 or 387-7855**

COMMUTER SERVICES

Phone: **(909) 387-9639**

Fax: **(909) 387-9641**

SWORN STATEMENT SAFE DRIVING RECORD

Pursuant to Vehicle Code Section 12804h, I certify under penalty of perjury that I have not been convicted of Drunk Driving, Reckless Driving or a Hit-and-Run offense in the past five years

Signed

Date

This Statement is to be updated each year.